

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE ENVIRONMENTAL PLANNER	DISTRICT/DIVISION/OFFICE 04/ENVIRONMENTAL	
WORKING TITLE ENVIRONMENTAL PLANNER	POSITION NUMBER 904-131-4640-XXXX	EFFECTIVE DATE September, 2013

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

This is the recruitment and first working level in the series. Under the supervision of a Senior Environmental Planner and with guidance from an Associate Environmental Planner, in a training capacity, the incumbent plans and carries out the details of the less difficult and less complex environmental studies. The incumbent will gather, research, and analyze social, natural, and environmental data for preparation, review, and processing of environmental documents considering the impacts of transportation projects as mandated by Federal and State laws, regulations, policies and procedures. Travel is required.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

25% E	With guidance, gathers, researches, and analyses social, natural, and environmental data to be used in the preparation of reports and environmental documents on proposed transportation projects.
25% E	Prepares, reviews and processes, under general supervision, environmental documents mandated by state and federal laws and regulations, which includes assessing the environmental consequences of all alternatives to proposed transportation projects and formulating mitigation measures for each alternative.
20% E	Assists with conducting environmental studies and preparing environmental impact reports/statements, initial studies/environmental assessments and categorical exemptions/exclusions for transportation projects.
15% (E)	Assists with conducting field and office research (including interviews) to identify and evaluate community and environmental effects of various transportation alternatives for the preparation of environmental documents.
10% M	Participates as a team member with engineering counterparts in the planning and development of proposed multi-modal transportation projects based on local, regional and state-wide needs.
5% M	Understands and interprets current state and federal environmental laws and regulations for the preparation of environmental documents.

SUPERVISION EXERCISED OVER OTHERS

This position will not have supervisory responsibility.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must be able to make an environmental inventory; gather and analyze natural, social, and environmental data; conduct interviews for gathering data; and, understand and interpret a multitude of existing state and federal environmental laws and regulations. Travel is required, the employee should hold a valid driver's license.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

An error in researching and evaluating environmental data on the various transportation alternatives for a proposed Caltrans project could delay the preparation and approval of project environmental documents. However, a proper review by the Associate or Senior Environmental Planner should minimize any errors.

PUBLIC AND INTERNAL CONTACTS

Works with engineering and transportation planning staff members of local agencies and Caltrans; handles intergovernmental liaison with various governmental agencies' planning staffs; arranges, attends and participates in meetings with local, state, regional and federal agencies, interested groups and individuals. Assists at public presentations.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Report writing may require sitting for prolonged periods of time. Field work may require standing or walking for prolonged periods. Travel for external meetings or for field work might require driving or riding in a car for prolonged periods. Mental requirements may include sustained mental activity needed for report writing and analyses. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled environment, but may also be exposed to extreme weather conditions during field reviews.

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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